

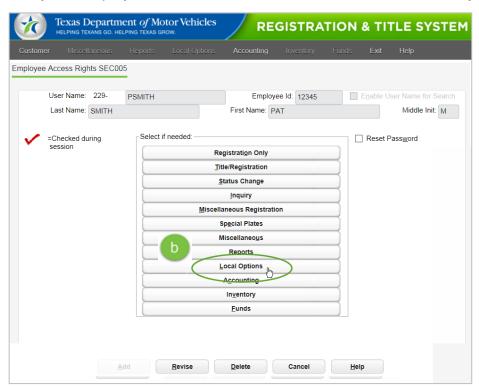
Adding an RTS Security Admin

You must be an RTS Security Admin to run Cognos Reports and perform certain POS tasks. Only current members of the RTS Security Admin group can add new members. To locate the members of this group for your county, contact the service/help desk.

- Log into the RTS workstation and, from the top of the main POS page, click Local Options > Security > Employee Security.
- 2. On the Employee Access Rights SEC005 page:
 - a. Type in the Employee Id number and click the Tab key.
 Tip: To locate the ID of an employee, run an Employee Security Report (Local Options > Security Reports > Employee Security Report).



b. Verify the employee information is correct and then click **Local Options**.



(Continued on next page)





Adding an RTS Security Admin (continued)

- 3. On the **Security Access Rights Local Options SEC013** page:
 - a. Click the Security checkbox.
 - b. Click the Enter button.
- Back on the Employee Access
 Rights SEC005 page, verify that a
 red checkmark is displayed to the
 left of the Local Options and then
 click the Revise button.





Note: If you are adding this user as well making the user an RTS Security Admin, click the **Add** button if it becomes available.

5. On the **Confirmation** popup, click the **Yes** button.



6. Back on the **Employee Access Rights SEC005** page, repeat the steps above to add another RTS Admin or click the **Cancel** button to display the main RTS POS page.

